

Borough of Bryn Athyn  
Finance Committee  
Meeting Minutes

---

February 26, 2019  
6:00pm

In attendance:        Duane Hyatt, Chair  
                             Chris Carter  
                             Vikki Trost  
                             Glenn Gurney

The meeting was called to order by Chairman Duane Hyatt at 6:00pm. Mr. Elsing was excused.

**Previous Meeting Minutes**

The November 15, 2018 meeting minutes were approved and accepted.

**2018 Year End Transfers**

Mr. Hyatt asked that consultant Kim Forsyth review and explain how the practice of transferring funds to the police car reserve fund annually, that it is nota actually a double expense. A separate fund may need to be set up. The Committee approved the transfer of \$10,500 to the Police Car Reserve Account.

**Review 2018 Revenue and Expenditures**

Mr. Hyatt noted that the Academy will be sending the annual contribution to the Borough. The Committee needs to review the Due Sewer account; Kim Forsyth is working on the report. The Committee agreed that the net surplus for the General Fund should be transferred to the Public Works Reserve Account.

**Sewer Delinquencies**

Vikki will send out letters to all accounts with 90 plus day delinquencies.

**Sewer Department PLGIT P-Card MasterCard**

Reid Heinrichs has requested that the limit on the MasterCard that he uses for the Sewer Department purchases be increased from \$2,000 to \$4,000. A review of the credit card charges over the past 35 months showed that the charges were slightly over the limit during only one month. The Committee agreed to recommend to Borough Council that the limit on the Sewer P-Card should be increased to \$2,500.

### **ANC Reimbursement for STP Improvements**

Mr. Gurney reported that the project will be under budget. The Sewer Committee is looking into automating valves. The Committee agreed that Mr. Gurney should obtain a quote for this improvement and bring to the Academy for consideration.

Mr. Gurney noted that the blower replacement project was under budget and asked that the old reserve blower be upgraded.

Mr. Gurney reported that the Sewer Department labor force stepped up and performed extra labor to save money on the equalization project. He recommended a bonus of \$2,500. He also noted that Reid Heinrichs requested that his personal truck be repaired. Chris Carter requested a breakdown of the extra work performed.

Glenn Gurney will price out the costs for the proposed valve automation, back-up blower upgrade and extra labor.

Ric Asplundh donated a used 2011 Chevrolet Silverado Pick-up truck to the Sewer Department.

### **NEW ITEMS**

None

The meeting was adjourned at 6:57pm.

### ***For the next meeting:***

- 1. Vikki will consult with Kim Forsyth on the police car expense question***
- 2. Vikki will send letters for delinquent sewer usage accounts.***
- 3. Glenn Gurney will obtain costs for valve automation, blower upgrade and extra labor by employees.***
- 4. Vikki will send a reminder to the committee regarding the next meeting on the Friday prior to the meeting.***

***Next meeting date: March 19, 2019 at 6:00pm in Borough Hall.***